



U.S. AIR FORCE

# Civilian Personnel Office Quarterly Newsletter

United Kingdom

Greetings,

This is our 4th edition of the CPO Quarterly Newsletter and I hope it has provided important information to assist you in HR matters. If you have an HR subject that you think would be of interest to our workforce, please give me a call so we can include it in a future edition.

Fall is already upon us and among the variety of HR topics in this edition of the CPO newsletter is midyear performance reviews for our APF LNDH, GS and MOD workforce. Establishing solid standards and objectives within 30 days of employment, is only the starting point for a good performance plan. Timely feedback is a critical aspect of maintaining an effective workforce. Midyear reviews allow supervisors the opportunity to critique performance and inform employees whether or not they are meeting or exceeding their agreed upon performance criteria. Also, don't let the midyear review requirement stop you from engaging with your employees more frequently. CPO recommends that you discuss performance with your employees at least quarterly.

If you are unsure how to approach your employee for their midyear review, your CPO Employee Management Relations Specialist is here to help. You can find the Specialist that services your unit in the Who's Who in CPO section.

Kind Regards,



## In this issue...

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Federal Government's "one stop" Human Resources Career Development Center initiative. HR University (HRU) is aimed at professionalizing the Federal HR career field and is designed to address competency and skill gaps within the HR community, achieve Government wide savings, identify and offer the best HR training across Government, provide supervisors, managers and executives with critical leadership competencies and HR technical knowledge needed to succeed, and establish a means for sharing resources across all agencies.

## HR UNIVERSITY

If you need to improve your HR Knowledge there are some great FREE resources at your disposal.

[http://hru.gov/Course\\_Catalog.aspx?mgr=false&cost=free](http://hru.gov/Course_Catalog.aspx?mgr=false&cost=free)

This link has free courses that you can take in many technical areas, such as:

Classification	Compensation	Employee Benefits
Employee Relations	Executive Services	HR Development
Information Systems	Labor Relations	Military
Performance Management	Policy	Staffing

**CHECK OUT THE CIVILIAN PERSONNEL WEBSITE!**

**<http://www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp>**

## WHEN CLASSIFICATION CAN HELP YOU

There are actually many situations in which the advice from a Classification Specialist would be helpful. For instance, let's say Ms. Johnson in the Contracting Office tells her supervisor that her position description (PD) hasn't been updated in years, and the duties are now substantially different. After speaking with Ms. Johnson and making a list of her current duties, the supervisor looks at her Position Description (PD) and sees that the first duty is a requirement to chisel the particulars of the contract on a large chunk of granite. Yes, indeed, it's time for a new PD.

At this point, a call to the Civilian Personnel Office for classification help is in order. Your Classifier can help you with questions about what types of duties are appropriate for the particular occupational series (similar to the Air Force Specialty Code for military positions) for which this position has been classified. Even though Ms. Johnson is adept at organizing the office volleyball team, that talent has no business being in the PD. The Classifier will use the Office of Personnel Management Classification Standard for the Contracting Series, which describes the work appropriate for the series at various skill levels. This not only provides a guide for the supervisor for what types of work are appropriate for inclusion in the new PD, it also provides a guide for the Classifier when assigning the right grade to the PD.

Another example might be: Mr. Patrick at the Civil Engineer Squadron receives a notification from the MAJCOM that his office will be undergoing a reorganization. MAJCOM also tells him that the Manpower office will provide him particulars of what positions will be affected and, if there will be a need for new PDs to be developed. In this case, the Classifier will work with both the Manpower office and with Mr. Patrick to clarify what the new organization will be, and what positions will require changes to their PDs. In this case, Mr. Patrick will only need to referee battles about who gets what desk.

How about that wonderful day when SMSgt. Jackson was informed that she had earned a new position in her organization based on a Manpower study? Yep, you got it, time to call the Classifier. In these cases, there is usually general guidance from Manpower regarding the type of work that the new position will be performing, so this will make the work developing the PD a bit easier. This process can begin on either side of the Supervisor/Classifier team, but in most cases, the Supervisor is better informed about what work will be assigned. So we'll say that SMSgt. Jackson sends a draft PD to the intrepid Classifier for a look-see. The Classifier will review what's been submitted and assure that the duties and responsibilities are appropriate for the position as it relates to the appropriate grade, the organizational location, and the typical work of that organization. Once it's been verified that these three items are appropriate for the position, the work of nailing down the details can begin. Upon the completion of the PD, SMSgt. Jackson is so overcome with gratitude, that she holds an office party for the Classifier :-).

A final example is accrual of duties over time—or what we in the trade call "Accretion of Duties". Sometimes we have amazing employees that in addition to their assigned duties, display a willingness and talent for taking on additional work over a period of time. If the amount of time spent on the additional duties is less than 10% of total work time, these items can be added to the current PD's "Other Significant Facts Regarding this Position" section at the end of the PD. However, if the duties require 10% or more of total work time, it would be advisable to ask the Classifier to revisit the PD to assure that the new duties either relate to the current classification or not, and if the additional duties are appropriate to the grade of the PD. If either (or both) of these characteristics of the PD is affected, you'll probably need to start the process of creating a new PD or ask for a desk audit.

So, as the sun sets in the west, we can smile and say that with the help of a competent Classifier, we can assure that our employees have an accurate statement of work responsibilities, and an appropriate basis for setting the grade/pay for each of our employees. In addition, they serve as the basis for posting job announcements, qualifications, and performance objectives – in essence, the foundation of everything.



# Position Hierarchy Tool In DCPDS

The position hierarchy maintenance tool is accessible via Defense Civilian Personnel Data System (DCPDS). It allows supervisors to accurately align themselves with their employees in DCPDS. If the position hierarchy is not accurate, supervisors will be unable to review employees' records and suspense notices identifying such actions as within grade increases or certifying career promotions.

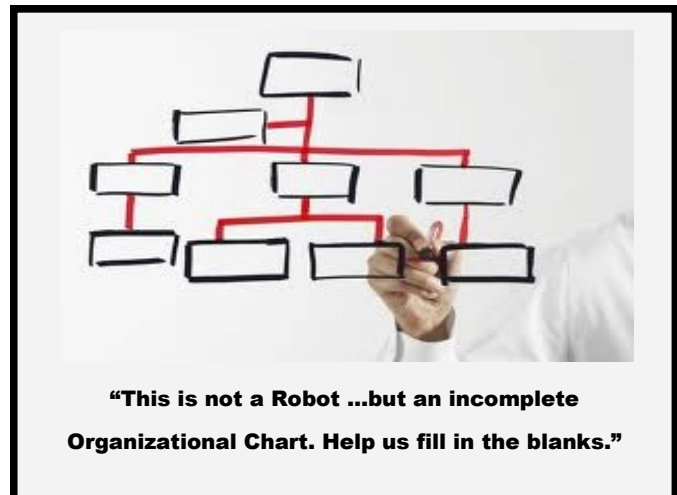
Supervisors should check in DCPDS (<https://compo.dcpds.cpms.osd.mil/>) for MyWorkplace to see if all of their employees are accurately showing. If you require DCPDS access please contact Johanna Bauer at Civilian Personnel, 238-2265.

If MyWorkplace is not accurate, supervisors need to align their employees using the position hierarchy maintenance tool. MyWorkplace and the position hierarchy maintenance tool are available only to those positions with 1, 2, 3 or 4 supervisor level codes. If your supervisor level code is a 1, 2, 3 or 4 and you don't have this tool, you'll need to request the tool, email the AFPOA service desk at [afpoa.a1.sd@us.af.mil](mailto:afpoa.a1.sd@us.af.mil).

The email should include:

- ◆ Supervisor's full name
- ◆ Base name
- ◆ PAS code(s) of requested organizations
- ◆ Provide existing DCPDS user name and this statement: "Request Position Hierarchy Tool be added"

The responsibility will then be added to their My



Workplace account or if the supervisor is a DCPDS HR Professional user, it will be added to their existing DCPDS account.

If the supervisor is military, or has a subordinate that is military, they will not be able to "link" subordinate positions to their hierarchy until a virtual military position has been created. Requests to build a virtual military position must be submitted to AFPC via the [Non RPA Request](#).

For more information about the position hierarchy maintenance tool, how to request the tool and instructions on using it, please go to myPers at <https://mypers.af.mil>, and enter "Civilian Hierarchy - Supervisors Tool" in the search window. Alternatively please contact the Classification Team of your servicing Civilian Personnel Office for assistance.



## MOD Performance Appraisal Process 2014/2015



The Ministry of Defence (MOD) performance management process is designed as a means of:

- ◆ Making it clear what is expected of job holders (JHs) by:
  - ◆ Connecting individual objectives to business goals, management plans or wider departmental objectives
  - ◆ Monitoring and assessing individual performance, behavior, competence, and contribution to the business
- ◆ Assessing and recording performance in a structured way that:
  - ◆ Highlights behaviors of particular interest to the organization; and
  - ◆ Enables statistical analysis of performance.

### The reporting year for all MOD staff is 1 Apr - 31 Mar.

The appointment of a Counter Signing Officer (CSO) and Reporting Officer (RO) in the appraisal process is an important and key senior management decision. The RO must be at the highest level of grade/rank available and it should not automatically be assumed that they are the line manager. Although in some cases the RO will also be the line manager for that area. CSO's/RO's have a responsibility to ensure that appropriate action is taken as and when required in the appraisal of a JH.

Reviewing performance should not be seen as an annual process. JH's and RO's are jointly responsible for having regular performance discussions throughout the reporting year to secure feedback on performance and guidance on priorities.

**The mid-year point of the performance appraisal process has been reached.** The mid-year review is an opportunity for RO's and JH's to discuss progress against objectives, skills and competency levels, including leadership and management ability, strengths, and development plans. **It must be completed by the end of October.**

**Step 1** - Objectives must be reviewed and if there are any changes that affect the JH's responsibilities they will be able to amend objectives in line with these by adding up to 2 new objectives. However, this will mean that two of the original objectives (agreed at the beginning of the reporting year) will no longer be valid. JH's can only be assessed on a maximum of 5 objectives and so the two original objectives will be marked as 'Not applicable'.

**Step 2** - Review progress against personal development objectives. If post objectives have been revised this may mean that the personal development objectives need to be amended. This should be reflected in the Personal Training and Development Plan.

**Step 3** - The RO will then complete Section 7 - Mid Year Review. They must give JH's an honest assessment of their performance to date, i.e. progress towards delivering their objectives and effective and ineffective behaviors in respect of the competences agreed. They must also give JH's an indication of the assessment against both the "What" and the "How". If JH's are not making satisfactory progress towards meeting their objectives then RO's must refer to the "How to: Deal with Dips" in performance guidance which is available from the RO's local MOD Business Support Team Office.

**Step 4** - JH's who are absent due to extended periods of special unpaid leave (SUL), following a return to work from an extended period of SUL i.e. Volunteer Reservist mobilization, the RO should review with the JH their performance objectives to ensure they are still relevant. RO's should also discuss any formal or informal training and development received and explore how to make best use of the JH's transferable skills in the workplace.





# Just A Reminder....

**It's That Time of the Year Again...** The end of the performance cycle for our Non-Appropriated Fund (NAF) Local National Direct Hires (LNDH) staff will fall on 30 September 2014. Supervisors for employees who have occupied a NAF LNDH position for at least 90 consecutive days throughout the cycle should receive a performance appraisal utilizing AF Form 3527.

All awards (both performance and time off) are recommended on an AF Form 1001, Award Recommendation Transmittal. Only employees on board for 6 months of the appraisal cycle are eligible for performance awards.

Performance (monetary) awards (associated with the appraisal) are limited to no more than 0.96% of the total aggregate salaries of all LNDH employees and are further restricted to no more than the FY12 spending levels in terms of actual dollars dispersed for performance awards and individual contribution awards. A separate e-mail with your award bogey will be forwarded to both of you NLT 3 Oct 14. The 0.96% limitation will be determined using the last date of the performance management cycle (30 Sep 14) for LNDH NAF employees. FSS Commanders/Deputy Directors will serve as the Award Approving officials and will determine how the 0.96% award bogey is distributed.

Time Off Awards (TOAs) - can be recommended this FY14 subject only to the requirements outlined in USAFEI 36-707, Chapter 16 (which refers you to AFI 36-1004). There are no bogies associated with appraisal/non-appraisal related TOAs used in this FY14. FSS Commanders/Deputy Directors will serve as the Award Approving officials and will approve/disapprove requests for TOAs. The maximum amount of time-off that can be approved for any single contribution is 40 hours. Total time-off per leave year for any one employee cannot exceed 80 hours.

The General Schedule (GS) and Appropriated Fund (APF) Local National Direct Hire (LNDH) performance appraisal cycle runs annually from 1 April through 31 March. This means that we are approaching the cycle's midpoint, and supervisors should consider scheduling their employees for a midterm progress review.

AFI 36-1001, "Managing the Civilian Performance Program", requires at least one progress review per cycle, and stipulates that this review should normally occur at the midpoint of the cycle. This midterm gives supervisors an opportunity to provide their employees feedback relating to their job performance, to advise on areas where they may be excelling, and to reaffirm their expectations in areas where improvement may be necessary. It also gives employees a valuable opportunity to inform supervisors of any issues, special needs, or training requirements that may have arisen during the first part of the cycle. The process is intended for employee development and to help the individual. The employee should be made aware the progress review is meant to provide feedback on performance that may impact the rating of record at the end of the appraisal period.

This is also an excellent opportunity for supervisors to engage with their EMR Specialist for advice and assistance in addressing any anticipated ongoing performance problems.

## **LNDH PENSION SCHEME**

Pension auto-enrolment is part of the overall UK Government initiative on Workplace Pension Reform. This requires all employers to provide pension arrangements for all eligible employees (automatic enrolment) and make contributions into the pension to save for retirement. USAF obligation is to automatically enroll LNDH employees. Eligible job holders are employees aged at least 22 years and below state retirement ages and will require earnings for this UK tax year to be £10000 and above. You can choose to "opt-in" to the pension scheme. An employee may opt-out of the employer's arrangement by notice to Legal and General within one month of becoming eligible for automatic enrolment. In this case, the employer must automatically re-enroll you every three years (unless you reconfirm your opt-out). The Pensions Regulator will be taking a role in keeping employers informed of their duties in the run up to the later staging dates in 2017 and 2018. What this means for you is that eventually your contributions will be at an 8% certificate level meaning that you will be paying 5% minimum contribution and we will be paying 3% minimum contribution as the employer.

If you have not received the relevant paperwork please give us a call.

**POC Michele Hortenstine DSN 238-4994**

## LNDH TRANSFORMATION INITIATIVE:

### **I am a MoD employee; can I be forced or coerced into an LNDH position?**

No. MoD personnel who do not wish to investigate the LNDH option should not feel threatened by this initiative. You will remain in MoD employment on your existing terms and conditions.

### **Are there any special LNDH terms and conditions that apply if a former MoD employee is selected for an LNDH position?**

Yes. MoD personnel who have been working for the USF without a break in service of more than 14 working days who apply for an LNDH position will receive length of service credit for their USF time. This time is credited towards annual leave accrual, waiting period for employer contributions to the USAF Group Stakeholder Pension Scheme and Life Assurance Plan and a placement into a bracket commensurate with the added years of service, length of service recognition awards will be based upon all the creditable years of service with USF and for reduction in force and business based actions, retention preference and severance pay entitlements will include the USF service credit.

### **I am a MoD employee; can I convert into an LNDH position?**

No. This program works through attrition. Once a position has become vacant, then, and only then is it identified for conversion to LNDH. If you wish to be employed through LNDH you will need to apply for positions for which you believe you are qualified.

## EMPLOYEE ATTENDANCE DURING SEVERE WEATHER

Although local weather conditions rarely result in a change of work schedule, it is important to know in advance how adverse weather procedures may affect you as an employee. When weather conditions become hazardous, the Installation Commander makes a decision based on advice from appropriate base offices. If warranted, the commander may make one of several decisions related primarily to when the conditions occur: (1) *delayed reporting*, (2) *liberal leave*, (3) *base closure*, or (4) *early release*.

1. **Delayed Reporting:** Weather conditions such as snow, ice, or severe fog can certainly increase the danger of an employee's normal drive to and from work. When warranted, the Commander may order delayed reporting for employees. Under the delayed reporting concept, the base is open and employees proceed to work using due caution. Those delayed by difficult driving conditions or traffic disruptions may be excused for short periods of tardiness (usually up to two hours) without charge to leave. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

2. **Liberal Leave:** Sometimes conditions allow opening of base facilities, but are severe enough to create personal hardships for some employees. When that occurs, a *liberal leave* policy may be placed in effect as an alternative to late reporting. Liberal leave allows non-essential personnel, and employees who were not previously scheduled to be in a leave status, to be granted appropriate leave. Employees must request leave from their supervisor if they plan to take leave. Mission essential employees are expected to report for work on time.

3. **Base Closure:** In rare instances, weather conditions may be severe enough to cause the Commander to order *base closure*. When that occurs, all non-essential personnel are excused without charge to leave. This includes those on approved annual or sick leave, but does not include those in a non-pay status on the days immediately before and after the base closure. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

4. **Early Dismissal:** Unfortunately, not all weather hazards occur prior to the beginning of the workday. The Commander can order *early dismissal* of employees when weather conditions become hazardous during the course of the duty day. The purpose of early dismissal is to allow employees to depart the base in a safe and orderly manner. Typically, those non-essential personnel who live furthest from the base are released first so as to minimize traffic congestion on area roadways. Information related to the early release of employees is communicated through the normal chain-of-command.

Unit recall rosters and local media are used to spread information about delayed reporting, liberal leave or base closure, as these decisions normally occur prior to the beginning of the duty day. Individual organizations will make other necessary notifications to account for employees on uncommon duty hours and shift schedules. Contact your office or supervisor if you are in doubt about your work status.

**POC: Employee Management Relations, 238-3540**

## Who's Who in Civilian Personnel—Bldg 435

Here is a list of contacts with their area of expertise. We welcome "walk in's" during opening hours. However if you are able, please make an appointment which will enable us to serve you best. CPO Front Desk: 238-3540



### Civilian Personnel Officer

**Kim Saner - CPO (DSN) 238-3070**

**Pat Hall—HR Advisor, 238-2587**

**Lisa Burrell—Admin Support, 238-3540**

### UK Liaison

**Hortenstine, Michele - UK Liaison (DSN) 238-4994**

### Staffing (48th ) & Classification (All)

**Thompson, Denise - Section Chief  
(DSN) 238-3076**

Chamberlain, Kim - Staffing Specialist (DSN) 238-5704

Leach, Destiny - Staffing Specialist (DSN) 238-5036

McDonald, Emily - Class Specialist (DSN) 238-3066

Munns, Gemma - Class Specialist (DSN) 238-2622

Novak, Bill - Staffing Specialist (DSN) 238-3662

Robson, Karen - HR Assistant (DSN) 238-2677

### Staffing 100th & 501st

**Allen, Megan - Section Chief (DSN) 238-4138**

Parish, Violet - Staffing Specialist (DSN) 238-2292

Arquette, Amanda - Staffing Assistant (DSN) 238-0955

Charland-Marlow, Michelle - HR Assistant (DSN) 238-1095

Dunbavin, Gill - HR Assistant (DSN) 238-3133

Reynolds, Laura - HR Assistant (DSN) 238-2288

Anderson, Jody - Staffing Specialist (DSN) 238-3668

Brown, Mandy - Staffing Specialist (DSN) 238-3071

Smith, Kerry—Staffing Specialist (DSN) 238-2575

### **Normal Hours of Operation:**

**Mon—Friday 8.00am-5.00pm**



### **IMPORTANT DATES**

**26 OCT 2014 Clocks Change!!!**



### **Office Will Close On:**

**13 Oct 2014 (US Holiday)**

**27 Nov 2014 (US Holiday)**

**25 Dec 2014 (Public Holiday)**



### Employee Management Relations

#### & Training / Development

**James Taylor - Acting EMR Chief (DSN) 238-3670**

Mitchell, Tammy - EMR Specialist 501st bases (DSN) 238-3667

Glinz, Eric - EMR Specialist Lakenheath (DSN) 238-3075

Whiteman, Belinda - EMR Specialist Mildenhall (DSN) 238-3073

Switzer, Christina - Training Specialist, (DSN) 238-4063

Haylock, Stacey - Training Assistant (DSN) 238-4139

### Resources & Allowances

**Tatton, Ryan - Section Chief (DSN) 238-3670**

Sorenson, Christian, HR Specialist, (DSN) 238-3575

Ribardo, Richard - Allowances Specialist (DSN) 238-3065

Palmer, Joan - Resources Specialist (DSN) 238-3069

Plater, Andrew - Resources Specialist (DSN) 238-2987

Bauer, Johanna - HR Assistant (DSN) 238-2265

Hooper, Sarah - HR Assistant (DSN) 238-6101

Taylor, Pauline - HR Assistant (DSN) 238-3534

### "NEW" HELP DESK NUMBER

**DSN 238-2111**

This number has a directory menu to help you find the person you need appropriate to your question or query.

